



**DEPARTMENT OF MILITARY AFFAIRS**

**RECRUITMENT AND SELECTION  
INTERVIEW SELECTION**

THE PERSONNEL OFFICER WILL REVIEW THE APPLICATION DOCUMENTS FOR DISABLED AND VETERAN'S PREFERENCE AND COMPLETENESS OF THE REQUIRED MATERIALS. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANTS.

A list of applicants along with the applications will be forwarded to the contact person within five days of the closing date.

**HIRING TEAM** – The hiring team shall consist of at least three members, including the supervisor of the position. Personnel Officer is available to participate in the interview process if requested.  
(Call personnel – 324-3334)

**SUBMIT THE FOLLOWING TO PERSONNEL PRIOR TO INTERVIEWS:**

- ☐ 1. LIST OF HIRING TEAM MEMBERS
- ☐ 2. INTERVIEW SCHEDULE
- ☐ 3. INTERVIEW QUESTIONS – AND DESIRED RESPONSES
- ☐ 4. SCREENING CRITERIA (education, experience, supervisory experience, etc.)  
MAXIMUM POINTS FOR EACH CRITERION

FORMS WILL BE SENT FROM PERSONNEL TO CONTACT PERSON THAT WILL INCLUDE THE APPLICANTS NAME, INTERVIEW QUESTIONS, AND SCREENING CRITERIA.

**ALL APPLICATIONS ARE CONFIDENTIAL UNTIL THE END OF THE SELECTION PROCESS...  
DO NOT DISCUSS APPLICATIONS OR APPLICANTS WITH ANYONE NOT INCLUDED IN THE  
HIRING TEAM.**

